



# Instructions for Form RP-470

## Application for Real Property Tax Exemption for Green Buildings

(Real Property Tax Law, Section 470)

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### Authorization for exemption

Real Property Tax Law section 470 provides local governments and public school districts the option of offering a partial tax exemption from taxes to properties that are constructed or reconstructed to meet certification standards for green buildings. The partial exemption does not apply to special ad valorem levies and special assessments. The property owner must meet the following requirements:

- The property must meet certification standards for green buildings as established under the Leadership in Energy and Environmental Design (LEED) program, the green building standards as approved by the American National Standards Institute, the Green Buildings Initiative's Green Globes rating system, or substantially equivalent standards for certification using a similar program for green buildings as determined by the municipal corporation. Indicate the level of certification for which exemption is sought: certified/silver, gold, or platinum (*Item 5*).
- Regardless of which of the above standards is used to determine eligibility, an accredited professional must certify that the project meets green building standards; applicant must attach a copy of that certification to Form RP-470 (*Item 5*).
- The cost of construction of the project must exceed \$10,000 (*Item 6a*).
- Costs attributable to ordinary maintenance and repairs are not eligible for the exemption.
- The eligible project may not commence until after January 1, 2013, or after such later date on which the municipality's local law, ordinance, or resolution has taken effect (*Item 6b*).
- Completion of project must be demonstrated by a *Certificate of Occupancy* (*Item 6c*).

### Duration and computation of exemption

If the exemption is locally authorized, the exemption benefit will depend upon the level of LEED certification (or its equivalent) of the eligible project. For all three levels, the exemption benefit is calculated as the increase in assessed value attributable to completion of the certified project:

- If the certification level is **Certified/Silver** (or its non-LEED equivalent), the exemption benefit extends over seven years, at 100% for the first three years, declining by 20 percentage points in each succeeding year thereafter.
- If the certification level is **Gold** (or its non-LEED equivalent), the exemption benefit extends over eight years, at 100% for the first four years, declining by 20 percentage points in each succeeding year thereafter.
- If the certification level is **Platinum** (or its non-LEED equivalent), the exemption benefit extends over ten years, at 100% for the first six years, declining by 20 percentage points in each succeeding year thereafter.

### Application of exemption

The exemption may apply to county, city, town, village, and school district taxes. It does not apply to special ad valorem levies and special assessments. Each taxing jurisdiction must adopt a local law or ordinance, or, in the case of a school district, a resolution, providing for the exemption. Each taxing jurisdiction may also establish a maximum exempt amount in its law, ordinance, or resolution.

### Place of filing of exemption application

Application for this exemption from county, city, town, or school district taxes must be filed with the city or town assessor. Application for exemption from village taxes must be filed with the assessor who prepares the assessment roll in levying village taxes. In Nassau County, applications for exemption from county, town, or school district taxes must be filed with the Nassau County Department of Assessment. In Tompkins County, exemption from county, city, town, village or school district taxes must be filed with the Tompkins County Department of Assessment. Do **not** file this form with either the New York State Department of Taxation and Finance or the Office of Real Property Tax Services.

### Time of filing application

The application must be filed in the assessor's office on or before the appropriate taxable status date, which, in most towns, is March 1. In Nassau County, taxable status date is January 2, but that county is authorized to establish a later filing date; contact the county to obtain that date. Westchester County towns have either a May 1 or June 1 taxable status date; contact the assessor in the town where the property is located. In cities, such date is determined from charter provisions. In New York City, taxable status date is January 5, but applications for this exemption may be filed on or before March 15. Once the exemption has been granted, the exemption may continue for the authorized period provided that the eligibility requirements continue to be satisfied. It is not necessary to reapply for the exemption after the initial year in order for the exemption to continue.